

Central Registration has moved to Bldg 1, Room 110 Larson Barracks
Child & Youth Services
Registration Checklist

The following information is required to complete the registration process for CYS programs:

- ☐ Household and/or work email address.
- ☐ **Minimum of Two** emergency designees – with contact information (address, phone) for each.
- ☐ Copy of child's official Immunization Records. (Birth thru Kindergarten)
- ☐ Quarters/local residence address **AND** mailing address (if different).
- ☐ Current Health Assessment/Sports Physical Form (attached)
 - * Health Assessment required for each child birth thru elementary school. If this is not available, parents will have **30 days** from the date of registration to turn the completed Health Assessment into Central Registration.
 - *Current Sports Physical required for each youth that participates in any CYS sports program. Valid for 1 year.
- † Special Needs/Child Placement Questionnaire (attached). Information on child/children's special needs (i.e. medications, EFMP, Allergies, illnesses).
- ☐ Ethnicity – optional. This information is used to receive additional funding for programs (i.e. Boys & Girls Clubs of America, CFC...) and annual reports.
- ☐ School grade & school year for all children.
- ☐ Active duty parents, who are single or dual military (and any single/dual deployable civilians) must submit a completed **Family Care Plan, DA 5305, within 30 days** from the date of registration with Central Registration.
- ☐ Completed Total Family Income Form to be completed at the time of registration; and copies of LES and pay statements (to verify income).
- ☐ Registration fee: \$18.00 one child; \$36.00 two children; \$40.00 maximum fee per family.
Registration is good for one year. Cash or checks accepted.
(If the registration year from previous installation is still valid, bring a copy of the registration payment receipt or other validation of enrollment dates from your previous CYS program)

NOTE: Families coming from a previous Army installation using the CYMS automation program may be able to have their child's files electronically transferred. Be sure to ask about this service.

To schedule your registration appointment or if you have any questions, please contact Central Registration: Building 1 Rm110 Larson, Barracks 355-2876/2812 or 09321-702-2876/2812.